

# **BRIGHT FUTURES ACADEMY**

*Sustainable Education Since 2001*

SUBSTITUTE, Bright Futures Academy, Inc. Palm Beach Gardens, FL

## ***FULL-TIME POSITION***

### **Substitute Teacher Duties and Responsibilities**

In order to create an encouraging learning environment for students while their regular Teacher is absent, the Substitute Teacher will need to effectively manage and instruct the class from roll call through to tidying up the classroom after the students have left. Some of the Substitute Teacher's duties and responsibilities include:

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Adapt teaching methods to fit the needs of each individual student
- Supervise students in and out of the classroom, including in the halls, on the playground, etc.
- Provide in-class assignments based on the available lesson plan
- For long-term substitutes: develop lesson plans and assignments consistent with the regular teacher's past lesson plans

### **Essential Duties And Responsibilities *MUST BE A TEAM PLAYER!***

#### **Instruction/Education Responsibilities**

##### **Provide a Classroom Environment Conducive to Learning**

- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Maintains positive rapport with students; demonstrates patience and appropriate nurturing to assist in the growth of the child, consistent with BFA protocol (*see Ethical Treatment of Students Policy and Procedures*)
- Ensures classroom is clean, safe and includes student generated work on display as appropriate. Implements all relevant policies governing student conduct.
- Develops reasonable rules of classroom/playground behavior in accordance with BFA policy
- Maintains order in a fair and consistent manner.

### **School/Community Relations**

- Strives to establish cooperative relations and makes reasonable effort to communicate with parents/guardians when appropriate.
- Communicates clearly, consistently and positively with parents, students, and staff via all appropriate mediums. Cooperates with members of the administration, other staff and with BFA, including members of the board.
- Maintains confidentiality regarding student records.
- MAY PERFORM OTHER DUTIES AS ASSIGNED\*\*

### **Skills And Knowledge**

- Demonstrates enthusiasm and commitment toward the position and the mission of the company; support the company's values in the strategic areas of academic excellence, operational performance, superior culture, and financial health and growth, as outlined in the Employee
- Possesses excellent communication skills: Oral (including presentations), Written, Interpersonal (active listening), Negotiating and
- Has the ability to be at work consistently, to be on time, to follow instructions, to respond to management direction and to solicit feedback to improve
- Demonstrates proficient experience with Microsoft Office (Word, Excel), and email
- Looks for ways to improve and promote quality and demonstrates accuracy and
- Strives to implement best practices and positive character education

### **Minimum Requirements**

Education/ Licensure/ Certification

- Bachelor's degree (BA/BS) from an accredited college or university.
- PREFERRED: Minimum of one (1) to three (3) years successful substitute teaching experience (may include Student Teaching Internship experience).
- Equivalent combination of education and experience.
- Understanding of and commitment to company values.
- Successful results of criminal and employment background check.
- Effective instructional delivery techniques and excellent communication skills. Adherence to the requirements of the Code of Ethics for the Education Profession.
- Such alternatives to the above requirements as BFA finds appropriate and acceptable.

### **Responsibilities**

While performing the responsibilities of this position, the work environment characteristics listed below are representative of the environment the employee will encounter

- Usual school working conditions.
- May be noisy during high student traffic.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No physical exertion required.
- Somewhat stressful due to frequent student activity.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**SALARY**

**RANGE:** \$14-\$17 HOURLY